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## Memorandum

To: Wendy Simoneaux, Louisiana State University System  
Robbie Robinson, University of Louisiana System  
Kevin Appleton, Southern University System  
Jan Jackson, Louisiana Community and Technical College System  
From: Todd Barre', Deputy Commissioner for Finance and Administration   
Date: June 30, 2011  
Re: FY 2011-2012 Mandatory Tuition and Fees Survey Request

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This memorandum shall serve as the official request from your respective institutions for the completion of the FY 2011-2012 Mandatory Tuition and Fees Survey. The form needed to complete this request can be found on the Board of Regents website [www.regents.state.la.us](http://www.regents.state.la.us) under the Finance/Facilities section under the heading "Forms and Reports"/"Mandatory Tuition and Fees Survey". The form has been changed from prior years and now requests a total TOPS amount for undergraduates and data entry by program code. Please include on the schedules any notes which may clarify unique circumstances regarding tuition and fees applicable to any of your institutions. For the purpose of completing these forms, you should include your estimated energy surcharge amount. The annual amount reported should include only Fall and Spring fees. Summer and Intersessions are not included.

Please fill out the form 2011-2012 Annual Mandatory Tuition and Fees. Email the completed forms to Mrs. Lori Parker, Assistant Commissioner for Budget Analysis at [lori.parker@la.gov](mailto:lori.parker@la.gov) by **Friday, September 2, 2011**.

If you have questions concerning these matters, please contact Lori Parker, Assistant Commissioner for Budget Analysis at 225-342-4253.